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## Auburn University Job Description

Job Title: **Spec, Advancement Experience**

Job Family: No Family

Job Code: **OA61**

Grade UA05: \$43,500 - \$69,600

FLSA status: Exempt

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### Job Summary

The Advancement Experience Specialist plans, develops, coordinates, and assesses events and experiences to support the mission and strategic goals of Auburn Advancement and to deepen the relationships and enhance the engagement of Auburn constituents. Assesses and evaluates program needs and program success in collaboration with the supervisor.

### Essential Functions

1. Develops and administers special projects and programs for Advancement innovation. Collaborates with Advancement colleagues to lead the development, planning, and support events and experiences to meet Auburn University and Advancement's strategic goals. Supports and ensures special projects and programs are implemented and operating within specifications.
  2. Develops, plans, and organizes events to include activities such as selecting speakers, negotiating contractual obligations for resources, set-up, and logistical considerations. Leads and supports execution of advancement events including, but not limited to, reunions, tailgates, awards ceremonies, professional development trainings, board of directors meetings, and other internal advancement experiences.
  3. Responsible for the ongoing monitoring of expenditures and adherence of budgets for programs and services. Responsible for transaction reconciliation, reimbursement accuracy, budget status reporting, and in-house budget training.
  4. Works with Director to consistently evaluate events and experiences. Creates reporting to provide insight for key data points. Analyzes data to support development strategies, and organizes and manages data to facilitate decision making and prospect strategies. Regularly examines data reporting for accuracy.
  5. Responsible for routine tasks associated with programs, services, and events to include, but not limited to, internal or external promotional activities, preparing reports, and presenting statistics and updates. Communicates and collaborates information across Advancement specific units. May collaborate with the marketing function for assigned development programs to facilitate effective internal communications and ensure implementation of timelines are met.
  6. Builds and maintains beneficial relationships and identifies opportunities for meaningful collaboration within and across the enterprise. Serves as primary contact and subject matter expert for the person or organization they represent.
  7. Leads, trains, oversees the work of student employees and volunteers in the set up and implementation of on-site events.
  8. Through oneself or others, completes daily operational duties for programs or events to include coordination and organization of activities, meetings, and events to include coordinating the speakers, vendors, reservation of venues, and budget monitoring.
  9. Tracks and enters donor contacts for tracking of event activities such as engagement and event attendance. Exercises discretion working with sensitive and confidential information related to event guests, students, volunteers, and staff.
  10. The nature of this role is highly externally focused, requiring frequent travel and meetings on and off campus during regular and non-traditional business hours, and is therefore expected to operate with high-levels of autonomy.
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### **Supervisory Responsibility**

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*



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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	No Specific Discipline.
<b>Experience (yrs.)</b>	5	Experience in event or program coordination or management. Experience in a complex organization preferred.

#### **Substitutions allowed for Education:**

Indicated education is required; no substitutions allowed.

#### **Substitutions allowed for Experience:**

Indicated experience is required; no substitutions allowed.

#### **Minimum Required Knowledge**

Knowledge of general office practices, knowledge of basic math, and University policies and procedures. Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

#### **Certification or Licensure Requirements**

None Required.

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 3/9/2023

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